City Manager Monthly Report for October 2014

- Have had several meetings with Cheniere regarding their progress and their plans to assist the City of Ingleside with SH-200. The rezone and objectionable use permits were completed.
- There were no ED packages for the Governor's Office this month but we did have ongoing discussions with other potential developers.
- Staff is also preparing flyers and updating maps to attend the ICSC Retail Conference in Dallas November 12-14, 2014.
- The combined water levels as of 11/06/14 are at 32.5%.
- The EDA grant is finishing up. We hope to set a date for a ribbon cutting soon. We are awaiting the final reimbursement from EDA.
- Working with TxDOT regarding the city's water and wastewater lines located along FM 1069 between HEB and Walmart.
- Had a meeting with the engineers and Jim West regarding the drainage of the Oaks by the Bay Apartments located at SH-361 and Avenue A.
- Seaside Landing Apartments plans to break ground in the first quarter of 2015.
- Had a joint meeting with TxDOT, Naismith, Cheniere, and Judge Simpson regarding SH-200. The environmentals are complete from TxDOT and being returned to the Engineers. We have \$4M commitment from TxDOT and potentially \$4M commitment from Cheniere for a possible \$8.5M project. At this point we are moving forward with ROW acquisitions discussions and the engineers will be working on design specifications. We hope to go out for bids in the Summer of 2015 or sooner. This project is contingent on the Cheniere project moving forward.
- The IDC meeting was scheduled for November 5, 2014 with action to be brought to Council at the November 18, 2014 meeting.
- Attended TML Conference, State of the Port, SPEDC Industrial meeting, SPEDC Annual Meeting, Chamber of Commerce Morning Mingle, and a meeting with Todd Hunter.
- Spoke and attended the Future of the Region conference in Corpus Christi with this information being written into a white paper to be used during the legislature session.



City Secretary/Human Resources Monthly Report for October 2014

Council Meetings: Prepared for 2 Council Meetings

Open Records Request: 5 requests documented

Employment Applications: Received 10 applications

TABC Permits: 0

Vehicle Tags: 3 tag changes and 0 with insurance change

Workers' Comp./Liability Claims: 2

Report a Concern: 5

Other:

- * Assisted with day-to-day items in Finance including but not limited to 18 transfers and bank reconciliations. Monitoring CIP projects for completion and documentation.
- * Assisted 5 employees with benefits questions/communications with the TML-IEBP inquiries, 0 employees with TMRS items, and 2 AFLAC billing/benefit issues.
- * Performed 3 new hire orientations, 1 internal transfers, 0 exit interviews, and reminded Managers of one 6-month evaluations.
- * Worked with 7 community service individuals for a total of 157.5 hours.
- * Attended the TML Annual Conference in Houston.
- * Preparing information for the ICSC Conference scheduled for November 12-14, 2014.
- * Worked with health department to provide annual flu shots clinic to city staff.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez

Date: 11/05/2014

Re: October 2014 Monthly Report

Below, you will find Utility Department monthly statistical information for October 2014.

Number of Deposits – 47

Number of Opened Accounts - 76

Number of Closed Accounts - 81

Number of Disconnect Notices Mailed – 757

Total Late Fees Billed - \$9,249.49

Number of Utility Bills Mailed – 3,154

Total Water Consumption Billed - 25,893,500 Gallons

Total Water Billing Amount – \$195,537.65

Total Sewer Billing Amount - \$127,086.60

Number of Utility Payments Received – 2,806

Total Amount of Utility Payments Received - \$411,331.34

If you have any questions, please let me know.

Librarian's Report October 2014

- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed
- Attended SPCALC meeting this month (Oct 5)
- Meeting with possible Book Club coordinator (Oct 5)
- Set up interviews for PT position and interviewed (week of Oct 6)
- Demo meeting with Mango Languages (Oct 10)
- Chamber Board meeting (Oct 13)
- Reserve a librarian session (Oct 14)
- Meeting with Experience Volunteer (Oct. 14)
- Test Proctoring (Oct. 14)
- Reserve a librarian session (Oct 15))
- Met with Jim to discuss the lighting project at library (Oct 15)
- Met and hired new PT person for library clerk (Oct17)
- Met with exterminator about termite problem and get estimate (Oct 20)
- Test Proctoring (Oct 21)
- Meeting with Bill about additional duties and other matters (Oct 21)
- Reserve a librarian (Oct 22)
- Reserve a librarian for 2 patrons (Oct 23)
- Attended "Ebola" webinar at court chambers (Oct 27)
- Reserve a librarian for 2 patrons (Oct 28)
- Reserve a librarian (Oct 30)
- Notarized as needed

• Children's Program: 211

Meeting Room used by:

Woman's Club Connections ESL classes Computer Classes 5 & under

Library Board

Tutor with Hollie

After School Program

United Healthcare

Parole Officer

Mr. Kippy

• Meeting room total: 280

^{**}I took 2 rows (Materials used and Equipment used) out of the Cumulative Stats because they are irrelevant to the report. Library equipment is always being used and materials are hard to keep up with besides keeping track of checkouts.

	Oct.	Nov.	Dec.	Jan	Feb	istics F March		May	June	July	Aug	Sept.	Total
							1	,		2 31.7	9	0000	
Total Circulation**	3855												385
Adult Fiction*	500												500
Adult Non-fiction*	282				<u> </u>								282
Spanish Language*	12												12
Juvenile Fiction*	169				· · · · · · · · · · · · · · · · · · ·								169
Juv Non-Fiction*	54	***************************************											54
Easy*	638										-		638
ILL Borrowed	10	*** .h.z											10
ILL Requested/Lent	2												
ILL Checkouts*	12												12
Periodicals*	22												22
Video*	24												24
Viewers	120												120
Audio, CD*	40												40
DVD*	2102	2.00					-						2102
Viewers	10510												10510
Ref Transactions	1806												1806
Computer Usage	1013									:			1013
Reserve a Librarian													
patrons and Proctoring	9												g
Library Programs	27												27
Patron Visits	2559												2559
Prgrm Attendance:	211										·		211
New Cards	54												54
Materials Catalogued	147								-				147
Days Open	26												26
Hours Open	243												243
Mtg. Room Use	280												280
Volunteer Hrs.	48.5												48.5
Community Service Hrs.	29							<u> </u>					29
Employee CE hours	3										······································		3
** Circulation totals													
					****					-	***		
													
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OCTOBER 2014 Monthly Report Building Dept

Permit Type	Number of Permits	Permit Fee	Total Valuation
Building	40	\$7,590.80	\$3,948,816.72
Electrical	11	\$656.20	\$8,375.02
Plumbing	13	\$937.90	\$35,975.00
Water Well	1	\$65.00	\$5,500.00
Mechanical	10	\$965.10	\$50,344.00
Demolition	1	\$0.00	\$0.00
Excavation	1	\$60.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Commerical Repair	0	\$0.00	\$0.00
Tree Removal	1	\$0.00	\$0.00
Swimming Pool	0	\$0.00	\$0.00
Special Permit Request	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Sign	1	\$60.00	\$380.00
Totals	79	\$10,335.00	\$4,049,390.74

Impact Fees Collected:

\$6,248.45

Certificate's of Occupancy:

Commericial: 1 3128 MAIN STREET

Residential: 4 1605 KENNEY LN

1353 BISHOP 2059 TINER LN 2626 BIG OAK LN

Inspections Performed: 134



Code Enforcement report for October 2014

Completed 60 re-inspections on properties with previous violations resulted in the following:

Abated:

Weeds	37
Rubbish	5
Junk Vehicle	1
Unsafe Structure	2
RV in R1	1
Tree Trim	2

Non-Compliant – Issue Work Order

Weeds	8
Rubbish	2
Unsafe Structure	2

Total Re-inspects:

60

<u>Identified 56 properties with violations to include the following:</u>

Weeds	41
Rubbish	12
Junk Vehicles	13
Illegal Parking	1
RV in R1	2
C2 in R1	2
Tree Trim	2
No Permit	1
911 Address not displayed	2
Unsafe Structure	1
Dumpster violation	1
Total Violations	78

- 1) Assisted the Building Department at the front desk, phones, meeting with citizens, schedule inspections, issue permits, research property owner and Zoning information for citizens, oversee Planning and Zoning issues and meetings, processed P&Z and BOA applications;
- 2) Attended the Community Clean Up at the Public Works compound on Saturday, October 25th;
- 3) Attended the Board of Adjustment Meeting on October 13th;
- 4) Attended the City Council meetings of October 14th and October 28th;
- 5) Attended the Planning and Zoning Commission meetings on October 6th and October 27th, 2014;
- 6) Prepared, processed and filed at San Patricio County 25 Property Liens and 1 Release of Lien;
- 7) Applied for and received the TWIC identification card.

Any questions please feel free to contact me;

Carey Dietrich
Code Enforcement

TO:

Jim Gray, City Manager

FROM:

Donald Paty, Director of Public Works

DATE:

October 31, 2014

REF:

October 2014 Monthly Activity Report

DEPARTMENT

LOCATION

JOB PERFORMED

Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up &

WATER

Various locations

2417 Avenue D in alley

drop off mail, raise & lower flags Waco St. Station, City Yard Work on inventory reports All Meter Routes Read water meters Water pump stations Maintenance & cleaning Repair 2" water main line

Beaumont St. 2231 Tiner Lane Repair 1" water service line 2475 Henrietta Repair 1" water service line 2475 Henrietta Install 3/4" water line Avenue A & Hwy 361

Set new water meter at construction site Avenue A & Hwy 361

Install RPZ Valve

Hwy 361 Pull water sample from new water tower, take to lab FM 1069, Oxychem Flush fire hydrants to bring up chlorine level 2545 6th Street Repair 1.5 steel water line and make 3/4" water tap

Hwy 361, new water tower install the 12" joint water pipe 2739 Houghton Install 4" cleanout 4th Street & Avenue G Repair 4" service line

Hwy 361, Simmons Park Repair 2" water line 2nd Street & Avenue K Dig up sewer line, prep for new water line

2545 6th Street Repair driveway Work with Drainage Dept. installing culverts Lovers Lane Repair 2" steel water line

2nd Street & Avenue K Install 120 ft. of 2" pvc pipe and make 2" water tap on 6" pvc pipe 2753 - 2757 Avenue K Install 100 ft. of 2" water line and made four 3/4" water taps

First Street and Avenue A Replace 20 ft. of 12" C-900 water pipe 4th Street Work on 8" check valve

Nix Street Locate valve 3029 Main Street Make 3/4" water tap and 4" sewer tap

2760 Avenue G Dig up leak at meter 2620 Poinsettia Replace water valve Fire Department Locate water line Various locations Spray for mosquitoes City Yard Work on mosquito sprayer Victoria, Texas

WASTEWATER

WWTP & 17 lift stations Daily maintenance of WWTP and all lift stations

\\/\\/TP Repaired grit pump

WWTP lift station Working on lift station issues and meeting with contractor for repairs

Attend water training

2778 El Paso Sewer service request, plugged at main line, cleared 2739 Houghton Sewer service request, plugged at main line, cleared 2786 San Angelo Sewer service request, plugged at main line, cleared 2786 San Antonio Sewer service request, plugged on residential side 2479 Live Oak Sewer service request, plugged on residential side 4th - 6th Street Meet with Contractor about sewer line extension

Avenue A Meet with contractor

2706 Avenue D Respond to sewer service request, ran main line Hwv 361, new water tower Work with Project Manager John Meenaghan Main Street (Taqueria) Run vac truck to clear clog from line and manhole 2417 Avenue D Work with water department on line repair First Street and Avenue A Work with water department on line repair

Fire Department Help move dirt for new pole barn

Various locations Spray for mosquitoes

City Yard Vehicle & equipment maintenance and repair

PARKS, FACILITIES, DRAINAGE

All City Parks Clean restrooms, empty trash

Main Street Weed & clean out crepe myrtle enclosures

City Buildings water city planters City Buildings Change out ac filters

Public Safety Building Various maintenance items Public Safety Building Mow grass

Senior Citizen Center Mow

Library Trimmed trees **Animal Control Facility** Mow

Whitney Lake Mow grass Simmons Park Mow & weed Live Oak Park

Live Oak Park Meet with coach about preparations for track meet

Little League Baseball Field remove old concession building

Little League Baseball Field Build pad in front of new concession stand Little League Baseball Field Work on maintenance requests from Little League Pony League Baseball Field

Work on various repairs to facility Cove Park Mow Main Street Mow right-of-ways FM 1069 Mow right-of-ways

Lovers Lane Work on culvert installation

2794 Houston St. Meet with resident about cutting curb for driveway

City Yard Equipment maintenance

STREETS

Citywide Pick up brush Various locations Mow r-o-w's

Live Oak Park Work with Parks Dept. Bishop Road Patching and repair road Parkview Patching and repair road

Elizabeth Street Repair street 6th Street

Repair driveway torn up by water leak repair Arkansas Street Repair alleyway Fire Department Move dirt for new pole barn

City Yard Prepare for Community Clean Up Day City Yard

Load dumpsters with debris from Community Clean Up Day City Yard

Equipment maintenance

October 2014

Parks and Recreation Programs/Events Report

Humble Station Youth Center

The Humble Youth Center's After-School Program is in progress. The total for this month is 6 children enrolled.

The daily exercise program has 10 people attending on a regular basis.

The Zumba classes are being held twice a week.

For the month of October 2014, the Center was rented out 4 times by exempt non-profits, 1 pay non-profits, and 7 private pay rentals.

Hildegard Schmidt Garden Center

For the month of October 2014, the Hildegard Schmidt Garden Center was rented out 11 times by exempt non-profits, 2 pay non-profits, and 7 private pay rentals.

Ingleside Senior Center

The Ingleside Senior Center has an average of 30 members a day attending the center. The seniors enjoyed a Halloween party.

N.O. Simmons Park

The "Movie in the Park" and the first annual Zombie Walk was held this month.

Park and Recreation Misc.

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INGLESIDE POLICE DEPARTMENT MONTHLY STATISTICS REPORT: October 2014

Prepared by Captain Paula Belville

A. Communications

2,596 Calls for Service

B. Uniformed Patrol

- 1. 94 Reports prepared
- 2. 38 Adult Arrests
- 3. 10 Traffic Accidents Investigated
- 4. 398 Traffic Contacts
- 5. 01 Juvenile Arrests
- 6. 17.5 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

- 1. 62 Offenses Reported
- 2. 00 Unfounded, false or baseless
- 3. 14 cases were cleared by arrest or exceptional means
- 4. 02 cases were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 62 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

- 1. \$17,121 in stolen property
- 2. \$11,225 recovered

Cased filed with District Attorney/County Attorney's Office

- 1. 10 cases were filed with County Attorney's Office.
- 2. 03 cases were filed with District Attorney's Office.
- 3. 01 cases were filed with Juvenile Probation Department.

Court Appearances Cases Assigned

- 1. Investigators spent 00 days in court appearances.
- 2. 50 cases have been assigned to Detectives

Narcotics Seized:

- 1. Marijuana: 5.5 grams
- 2. Marijuana plants: 0
- 3. Pharmaceutical Pills: 0
- 4. Cocaine: 0
- 5. Crack Cocaine: 0
- 6. Heroin: 0
- 7. Methamphetamine: 0
- 8. Synthetic drugs: 0

<u>Seizures (pending court disposition)</u>: Apple iPod, Sony personal computer, Samsung security video system, thumb drive. \$6357.85, over 1700 items of drug paraphernalia, surveillance equipment and \$632.00.

<u>Ingleside Animal Control</u> <u>Monthly Report</u>

Month of	October 2014	
County	Cats: 6 Dogs:	::18
Animals Impounded	Cats:41 Dog	gs: 69
Returned to Owner	Cats: 4 Dogs:	s:20
Adopted Out	Cats:3 Dogs:4	4
Released to Rescue	Cats:2 Dogs:4	4
Put To Sleep	Cats:31 Dogs:40	0
Warning Citations	Jennifer- 2 Tracy-8	
Court Summons	Jennifer -1 Tracy-0	
Calls For Service	132	٠. ٠. ٠. ٠. ٠. ٠. ٠. ٠. ٠. ٠. ٠. ٠. ٠. ٠

Preparer's Signature: Jennifer Salinas

Date: November 3, 2014

City of Ingleside Office of Emergency Management Monthly Report

SEPTEMBER 2014

Training/Meetings:

8th

23rd

CBTVOAD & FNST Mtg

HSAC Meeting

Corpus Christi (attended)
Corpus Christi (unattended)

Grants:

• Have not applied for any grants since 2011.

BASIC PLAN & ANNEX INFORMATION									
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved
Basic	BASIC		5/29/2008	5/29/2013	EMC	6/21/2013	8/22/2013	8/23/2013	Approved
	А	Warning	7/17/2008	7/17/2013	Police Chief	7/29/2013	8/26/2013	8/29/2013	Approved
	В	Communications	1/12/2010	1/12/2015	Police Chief				
	С	Shelter & Mass Care	7/17/2008	7/17/2013	Asst. EMC	7/29/2013	10/10/2013	10/11/2013	Approved
	E	Evacuation	12/28/2009	12/28/2014	Police Chief	9/2/2014			
	ı	Emergency Public Info	7/20/2011	7/20/2016	City Secretary				
	М	Resource Management	8/8/2011	8/8/2016	Finance Dir <i>changed to</i> <i>EMC</i>				
	N	Direction & Control	5/31/2011	5/31/2016	City Manager				
	0	Human Services	7/9/2008	7/9/2013	Asst. EMC	7/29/2013	8/27/2013	8/29/2013	Approved
	Q	Hazmat/Oil Spill	1/12/2013	1/12/2015	Fire Chief				
	V	Terrorism	2/22/2011	2/22/2016	Police Chief				
Intermediate	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief				
Includes the basic level	F	Firefighting	5/3/2011	5/3/2016	Fire Chief				
annexes	G	Law Enforcement	7/19/2008	7/19/2013	Police Chief	7/29/2013	8/29/2013	10/11/2013	Approved
	н	Health & Medical	8/8/2011	8/8/2016	Asst. EMC				
	J	Recovery	4/28/2008	4/28/2013	Finance Dir changed to EMC	3/27/2013	5/24/2013	5/29/2103	Approved
	К	Public Works	6/28/2011	6/28/2016	Public Works Dir				
	L	Energy & Utilities	6/28/2011	6/28/2016	Public Works Dir				
	R	Search & Rescue	4/28/2008	4/28/2013	Fire Chief	3/27/2013	5/3/2013	5/29/2013	Approved
	S	Transportation	7/20/2011	7/20/2016	Public Works Dir				
Advanced	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official				
Includes basic &	Т	Donations Mgmt	4/28/2008	4/28/2013	Finance Dir changed to EMC	3/28/2013	5/8/2013	8/2/2013	Approved
advanced level annexes	U	Legal	4/30/2008	4/30/2013	City Secretary	4/2/2013	5/8/2013	5/29/2013	Approved

Upcoming:

CBCAN Training (Reverse 911)
CBEMA Meeting (Backstreet Café – Sinton)
CBCERT Mtg/Training (Ingleside FD)
CBTVOAD Meeting (First Baptist Church Rec Center – Ocean Dr)

November 6th @ 8 am November 7th @ 11:30 am November 8th @ 9:30 am December 12th @ 11:30 am

Signed, Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

Ingleside Fire Department Monthly Report for October 2014

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Types NFIRS Summary by Incident Type		Mutual Aid Given	Mutual Aid Received	County Calls	
Fires		***************************************			
Structures (110-118, 120-123)	1	1		1	
Vehicle (130-138)					
Other (100, 140-173)	2	1		1	
Rescue					
EMS (300-323)	3	1		1	
Other (331-381)					
Hazardous Conditions (400-482)	3				
Service Calls (500-571)	1				
Good Intent (600-671)	2		7.5		
Severe weather or natural disaster (800-815)					
Special Incident Type (900-911)					
False Calls					
Malicious (710-715, 751)				····	
Other false calls (700, 721-746)					
TOTAL	12	3	1.48	3	

Fuel Usage:

o Diesel:

73.2 gallons

Gasoline: o Total Fuel: 56.4 gallons 129.6 gallons

Water Usage:

5000 0

Incident Calls (if used in mutual aid, we refill in that jurisdiction)

2000

Used in training & other activities

7000

Total gallons of water

SEE ATTACHED REPORT FOR FUEL AND WATER

Meetings/other;

- Business Mtgs: 2nd Tuesday of every month @ 7 pm
- **Business Meeting Schedule:**

November 11

January 13

December 9

o Apparatus Checks: 4th Tuesday of every month @ 7 pm

Training:

- o Trainings: 1st & 3rd Tuesdays every month @ 7 pm for in-house training
- Members may attend training around the region at various Area Fire Schools.
- Total Membership: 45 members, 6 Lifetime members, 8 probationary
- W IVFD Volunteer Hours (man hours-estimated):

Mtgs: 318

Incident calls: 255

(2 hrs average/mtg)

(2.5 hrs average/call)

Other: 1500 Work @ station, on apparatus', & on various projects

Fire Marshal:

Report submitted by Fire Marshal.

Fire Corps:

- 2014 Business Mtgs: Dec. 4th starting at 6 pm.
 Training 3rd Tuesday/month @ 7:00 pm
- - Total members: 5

IFC Volunteer Hours (hrs are approximate):

- o Meetings/training: 23
- o Activities: 24
- o Incident Calls: 5

Grants:

o None pending

Upcoming:

o Breakfast with Santa

December 20

Signed,

RJ Thomas Fire Chief

Shanna K. Owens Admin Assistant